Location: UMD Libraries
Job Title: Resource Sharing Specialist, Borrowing

Responsibilities: Manages the borrowing of library materials from other libraries to UMD users. Processes interlibrary loan requests and materials in ILLiad. Ensures compliance with U.S. Copyright Law. Identifies and resolves problems related to ILL borrowing. Supervises ILL student employees, and provides guidance and instruction to library support staff performing tasks related to ILL borrowing. Assists with improving borrowing policies, procedures, and workflows. Provides assistance to staff at other library institutions and UMD Libraries' users. Assists the Head of Resource Sharing & Reserves with improving the unit's web presence and external communication. Volume for these services is closely tied to the academic calendar. Accordingly, annual leave cannot be used during the month of January and the two weeks before and after the start of the Fall and Spring semesters, except in emergencies or other exceptional circumstances. These are peak periods with increased workloads for the Resource Sharing & Reserves unit.

Requirements: Bachelor's degree

Experience: One year of experience directly related to the primary duties of the position.

Knowledge, Skills, and Abilities:
- Knowledge of the mission and role of college or university library and its primary customers.
- Ability to learn and apply contemporary library terminology and functions.
- General knowledge of traditional and emerging practices for describing and organizing information resources.
- Understanding and ability to apply library and university computing policies and practices that help ensure information quality, integrity, and security.
- Ability to apply and enforce U.S. Copyright laws and current trends related to access and use of information resources. Knowledge of basic principles of quality customer service, teamwork, and conflict resolution.
- Ability to work independently and exercise initiative in applying rules, procedures and instructions.
- Excellent oral, written, and interpersonal communications skills.
- Experience and proficiency with one or more technologies or tools used to create, seek, use, or manage information.
- Ability to learn and operate a variety of common computing and productivity applications (e.g. email, word processing, databases and spreadsheets, content management, web browsers) and specialized library hardware, systems, and software applications.
- Ability to apply key concepts and best practices for developing, maintaining, and using collections of digital information. Skill in analytical and problem solving. Ability to assist other library staff in selecting and evaluating technology used in libraries.

Salary Range: 43,404-52,085


Closing Date: 2/29/24